

SECRET

LS-163
25X1

9 July 1952

JBK
[Redacted]

MEMORANDUM TO: General Counsel
FROM : Chief, Administrative Service
SUBJECT : Compliance with CIA Regulation

25X1A

25X1A

1. CIA Regulation No. [Redacted] is quoted in part as follows:

"In order to implement effectively the reproduction program for the Agency, each Office head will appoint an individual or individuals, GS-7 or above, to be responsible to him for the authorization of reproduction services. The names of these authorized persons must be submitted in writing to the Chief, Administrative Services, who will also be informed in writing of any subsequent changes in the persons so designated."

2. An examination of the authorization files at the Reproduction Plant reveals that the names of persons appointed to approve reproduction services have not been received for activities under your jurisdiction.

3. Compliance will tend to establish an effective control over requisitions and facilitate the processing thereof through operating channels.

25X1A

[Redacted]

SECRET

25X1